



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

5 December 2002

MEMORANDUM FOR WA/CC

ATTN: Colonel Roy Stephenson, CAP

FROM: HQ CAP/DOS

SUBJECT: Revised CAPR 60-3 Supplement 1 Approval

1. Per your request forwarded by Major Mangum, the attached revised supplement 1 to CAPR 60-3 is approved.
2. If you have any questions, please feel free to give me a call. I can be reached via voice at (334) 953-4228 during duty hours or at idesmarais@capnhq.gov via e-mail anytime.


JOHN W. DESMARAIS, Major, CAP
Chief of Emergency Services

cc
WA/DOS

Attachment
Revised WA Wing Supplement 1, CAPR 60-3

Wing Emergency Services/Mission Alert System

This supplement applies to all personnel in Washington Wing Civil Air Patrol.

CAPR 60-3 Section B – Alerting System is hereby supplemented as follows.

4-5. Mission Managers: All Search and Rescue (SAR) operations involving missing aircraft or emergency locator transmitters in Washington State are coordinated by and through the Washington State Department of Transportation (WSDOT), Division of Aeronautics (DOA), as required by state Statute. Use of the terms "Incident Commander" and "Mission Coordinator" have caused problems in the CAP relationship with both DOA and civilian pilots engaged in SAR activities in the state. Therefore, the position of "**Mission Manager**" has been created to serve as the primary contact point for agencies to obtain CAP Emergency Services support within Washington Wing. The position of Mission Manager is an additional duty (ADDU) and may be appointed only by the Wing Commander. Due to the nature of their duties, only persons holding emergency service qualifications as Incident Commanders (IC), Agency Liaison (AL), Operations Section Chief (OSC), or Air Operations Branch Directors (AOBD) will be appointed to serve as Mission Managers. The Wing Commander will appoint a sufficient number of Mission Managers to ensure that at least two Mission Managers (one primary and one secondary) are available for duty at all times.

a. The Mission Manager will serve as the first point of contact for obtaining CAP Emergency Services resources within Washington Wing. The Wing will maintain a "Mission Manager Pager System" as a **one number point of contact** with the pager number provided to all agencies who seek CAP resources.

b. The Mission Manager will manage all non-complex missions (including keeping logs and completing all necessary reports) involving no more than two aircraft, a single ground team, and supporting communications personnel, and where a mission base has not been established. Missions involving more than two aircraft, or more emergency services assets than listed above, or that are conducted from a mission base, will be managed by a CAP IC appointed by the Wing Commander or his authorized representative in accordance with the provisions of the underlying regulation.

c. Mission Managers will ensure that a CAP communications unit, either fixed or mobile is assigned to maintain voice communications with aircraft and/or ground teams on all missions. Aircraft will not be launched unless communications with the aircraft can be established and maintained.

4-6. Activation: The Washington Wing Alert System is activated by a requesting agency calling the Mission Manager Pager number. The Mission Manager assigned as primary during that rotation is expected to respond to the first page from the requesting agency. Should the pager malfunction, or for any other reason the Primary Mission Manager fails to receive or answer the page, the requesting agencies have been instructed to page a second time after five minutes has elapsed. The Secondary Mission Manager is expected to respond to the requesting agency's second page.

4-7. Mission Manager Duties: The Mission Manager answering the page must determine whether the requesting agency's request is appropriate considering current Memorandums of Understanding (MOU) then existing between the agency and CAP and the ability of Washington Wing to meet the mission requirements under applicable regulations. Should the Mission Manager have any doubt about either issue, the Wing Commander, Wing Vice

Commander, or the Wing Director of Operations should be contacted for guidance prior to committing any resources to the requesting agency.

a. The Mission Manager then pages the appropriate Group Alert Officer. The Mission Manager will brief the Group Alert Officer as to what resources he needs the Alert Officer to obtain.

b. Requests for Counter Drug Mission Support will come through the Wing Counter Drug Officer (CDO) or the Wing Assistant CDO to the Mission Manager and then down to the appropriate Group Alert System.

c. As soon as practical, the Mission Manager will contact both the Wing Commander and the Wing Liaison Officer and advise them of the nature and details of the mission.

4-8. Group Alert Officers (GAO): The position of Group Alert Officer is hereby created to serve as a single contact point at the Group level of the Washington Wing Alert system. GAOs will be issued a Group Alert Pager funded by Wing with all pagers in a specific group responding to the single pager number. Group Commanders will appoint sufficient personnel with Emergency Service experience to serve as Group Alert Officers to ensure that a minimum of two Alert Officers are on duty at all times. Group Alert Officers will be assigned as additional duty status (ADDU). Management of Group Alert Officers and the Group Alert Systems may be delegated to the Group Operations Officer or Group Emergency Services Officer.

4-9. Group Alert Officer (GAO) Duties: When the Wing Mission Manager calls the appropriate Group Alert System pager, the Group Alert Officer assigned as primary during that rotation will answer the first page. Should the primary GAO fail to receive or otherwise not answer the page, the Mission Manager will page a second time after five minutes has elapsed. Secondary Group Alert Officers are to respond to the Mission Manager's second page. The first GAO answering the page becomes the Mission Alert Officer (MAO) for that mission. The GAO will utilize group alert rosters to contact qualified personnel to execute the mission, directing such persons to contact the Mission Manager for specific details of the mission. The MAO is not restricted to the resources within the group, and may seek personnel and assets from anywhere in Washington Wing. The MAO will continue to coordinate with the Mission Manager throughout the mission to obtain any additional personnel and/or assets as may be necessary. This requirement precludes the MAO from serving on either a ground team or an aircrew for the duration of that mission.

4-10. Scheduling: The Wing Director of Operations, or his designee, is responsible for ensuring that sufficient Mission Managers are scheduled on a rotating basis. The Group Commander, or his designee, is responsible for scheduling a sufficient number of Group Alert Officers on a rotating basis. The Mission Manager schedule will be distributed to the Wing Commander, the Wing Vice Commander, all Group Commanders and any appropriate Customer Agencies as directed by the Wing Commander. Group Alert Officers Schedules will be distributed to the Wing Director of Operations.

4-11. Administration and Flight Releases: Mission Managers and Mission Alert Officers may act as flight release officers (FRO) for aircrews on the mission providing they have attended the National flight Release Officer Training Course and have been appointed as a flight release officer on orders. Mission Alert Officers who are not flight release officers will advise the aircrew at the time of assignment that the aircrew must obtain their own flight release.

a. Mission Managers will provide the Mission Number to the Aircrew, Communication personnel or Ground Teams when they are briefed.

b. Mission Managers will complete and submit mission summary narrative(s), and all other required forms and paperwork, to the Washington Wing Director of Operations within 5 days of closing the mission. Aircrews will provide the mission manager with all information

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Mission Alert System

necessary to complete the mission related reports immediately upon completing their sortie. Aircrews will send completed forms and gas receipts to the Mission Manager within **24** hours of mission closure. The Mission Manager will pass all relevant information to AFRCC and to the WSDOT DOA Air Search & Rescue Coordinator at the completion of the mission.

4-12. Directives: The Washington Wing Director of Operations will provide additional guidelines for Mission Managers, Mission Coordinators and Group Alert Officers as required. Each Group Commander will establish and maintain current group and squadron guidelines for the operation of the Group alert system. All procedures must comply with the authority and intent of CAPR 60-3, Section B, "Alerting System", and this supplement.

OFFICIAL

/SIGNED/

Roy Stephenson, Colonel, CAP
Wing Commander

OPR: DO
Distribution: 1 Copy Each Unit
1 Copy Each HQ Staff
WAWG State Director
PACR/CC